

## **Minutes of the Human Resources Committee**

**Tuesday, October 17, 2017**

Chair Nelson called the meeting to order at 1:00 p.m.

**Present:** Supervisors Larry Nelson, Mike Crowley, Jeremy Walz, Jim Batzko, Jennifer Grant, Tom Michalski, and Bill Mitchell.

**Also Present:** Chief of Staff Mark Mader, Corporation Counsel Erik Weidig, Principal Assistant Corporation Counsel Maureen Atwell, Budget Manager Linda Witkowski, Senior Financial Analyst Clara Daniels, Human Resources Manager Jim Richter, Principal Human Resources Analyst Terri Sgarlata, and Senior Human Resources Analysts Renee Gage and Teri Henning. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of October 3**

MOTION: Mitchell moved, second by Walz to approve the minutes of October 3. Motion carried 7-0.

### **Announce Next Meeting Date**

- November 21

### **Chair's Executive Committee Report of October 16**

Nelson said the Executive Committee, at their last meeting, approved the Orchard Ridge Landfill Eastern Expansion Agreement, tentatively approved the 2018 operating budget for UW-Extension, and heard standing committee reports. Mader briefly explained the landfill agreement.

### **Announcements**

Grant advised that she has introduced a proposed amendment to the 2018 budget to take what she believes are excess operating funds (tax levy) from Corporation Counsel and giving it to the Sheriff's Department to fund one Correctional Officer which she explained further. Mader indicated this amendment will be considered by the Finance Committee on October 23 and the full County Board in November.

### **Ordinance 172-O-045: Modify The 2017 Corporation Counsel, Child Support Division Budget To Appropriate Additional Revenue**

Weidig and Atwell discussed this ordinance which modifies the Child Support Division's 2017 budget by increasing expenditures \$30,215 for personnel costs and operating expenses. This includes temporary extra help and benefits (\$2,215); office equipment and furniture (\$20,000); paralegal and legal (\$3,000); and travel and training (\$5,000). The expenditures will fund certain projects, office improvements, and equipment upgrades aimed at providing long-term benefits to the division. Any portion not expended in 2017 will be re-appropriated in 2018 through the annual carryover ordinance. Atwell said these revenues, to be received by October 31, are from the Wisconsin Department of Children and Families as partial reimbursement for 2016 County e-filing expenses. This ordinance has no direct impact on the 2017 tax levy.

At Grant's request, Atwell explained the furniture is about 20 years old and most of the chairs are broken and past their useful life. Weidig noted, typically, office furniture is purchased with tax levy.

MOTION: Crowley moved, second by Michalski to approve Ordinance 172-O-045. Motion carried 7-0.

### **Discuss and Consider New and Revised Classification Specifications**

In addition to the revised class specs reviewed at the October 3 Human Resources Committee meeting, Gage explained additional changes to three of those class specs.

MOTION: Mitchell moved, second by Batzko to approve new and revised classification specifications as presented at the October 3 and 17 meetings. Motion carried 7-0.

### **Ordinance 172-O-046: Approve 2018 Position Changes through Creation, Abolishment, Reclassification & Equity Adjustment**

This ordinance was discussed at length at the October 3 Human Resources Committee meeting and Gage asked if there were any additional questions. There were none. This ordinance creates 11.5 full-time equivalent (FTE) positions and abolishes 6 FTE positions for a net increase of 5.5. It was noted that 5.5 FTE positions are associated with mandates and contracted services. The net levy cost impact associated with the creation and abolishment of positions for 2018 is \$233,800. This takes into account \$544,200 in grants, contract funding, and matching child support funding revenues. This also includes a reduction of \$296,500 associated with the abolishment of 6 FTE positions. One FTE position abolishment was not funded in the 2017 budget, therefore, it has no cost savings impact in the proposed 2018 budget but it did have cost savings in prior budgets of over \$40,200. The 11.5 new positions include:

- 1 FTE Buyer position in Department of Administration Purchasing Division which is offset with the abolishment of an Administrative Assistant position.
- 1 FTE Senior Collection Specialist position (under-filled as a Collection Specialist in the 2018 budget) which will be covered by collection revenue.
- 1 FTE Program and Project Analyst in Circuit Court which is offset with the abolishment of 3 FTE Administrative Assistant positions of which, one was unfunded in the 2012 budget.
- 1 FTE Senior Attorney position (under-filled as an Attorney position in 2018). 0.50 FTE of this position will be in the Child Support Division and two thirds of one-half of the cost will be offset by matching revenues.
- 3.5 FTE Clinical Therapist positions will be partially funded by \$237,300 of grant and other revenues. 1.5 FTE are sunset positions.
- 1 FTE Human Services Supervisor position which is offset with the abolishment of a Senior Substance Abuse Counselor.
- 1 FTE Senior ADRC Specialist (Marketing Coordinator) to comply with new state requirements. This is a sunset position
- 1 FTE Information Technology Analyst in Health & Human Services which is offset with the abolishment of a Senior Administrative Specialist position
- 1 FTE Lieutenant which will be funded with Sussex contract revenues.

There are 5 FTE positions that are proposed to be unfunded in the 2018 budget with an estimated tax levy savings of \$355,600 which is offset by the refunding of a position at a cost of \$79,500 for a net savings of \$276,100.

The estimated net County tax levy impact in 2018 for proposed reclassifications is \$21,500. There are no estimated net County tax levy impacts in 2018 for a proposed equity adjustment and changing the title of Collections/Business Services Manager to Business/Collections Services Manager.

MOTION: Crowley moved, second by Walz to approve Ordinance 172-O-046. Motion carried 7-0.

**Closed Session**

MOTION: Walz moved, second by Mitchell to go into closed session at 1:30 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues for those employees covered under the Wisconsin Professional Police Association (WPPA) Union, and to approve closed session minutes of September 19. Motion carried 7-0.

MOTION: Batzko moved, second by Mitchell to return to open session at 1:51 p.m. Motion carried 7-0.

**State Legislative Update**

Spaeth said she met with legislators to discuss the dark stores and small cells bills which she explained further. She does not believe the dark stores bill will pass, at least not during this session, but was confident about the small cells bill.

MOTION: Grant moved, second by Walz to adjourn the meeting at 1:54 p.m. Motion carried 7-0.

Respectfully submitted,

Jeremy Walz  
Secretary